

Call Number: GC2003

## **Collection Title**

USUHS Graduation Collection

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## **Overview of the Collection**

Creator: Brigade Command, Karen Dern  
Title: USUHS Graduation Collection  
Date: 1980 to present  
Quantity: 4 cu. ft. (8 boxes)

## **Scope and Contents of the Collection**

Collection contains items related to USU graduation ceremonies, including programs, scripts, commencement speeches, and Graduation Committee correspondence.

## **Arrangement of the Collection**

Tried to follow original order where possible, otherwise ordered by year and topic.

## **Organization of the Collection**

These records are organized into the following sections:  
Chronologically by year

## **Administrative Information**

### **Restrictions:**

None

### **Accession Information:**

Accession number: GC2003

**Processing Information:**

Processed by: Cathy Fauver, Dan Fulop, Karen Caron, Megan Gugliemi, Lindsay Waros  
Date: April 2004, updated July 2006

**Detailed Description of Collection**

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
1	1	1993-1994: Information on USUHS Mace
	2	1980: 1 <sup>st</sup> Commencement Information: Programs, Invitations, Tassel, Photographs (on CD)
	3	1980: Graduation Arrangements: Schedules, Order of March, Framework
	4	1980: Committee Meeting Notes & Memoranda
	5	1980: Commencement Orders
	6	1980: Miscellaneous Memoranda
	7	1980: Invitee Lists
	8	1981: Programs & Photographs (on CD)
	9	1982: Programs & Photographs (on CD)
	10	1983: Programs & Photographs (on CD)
	11	1984: Program, Photographs (on CD), Decision by the Comptroller General
	12	1985: Program & Photographs (on CD)
	13	1986: Program & Photographs (on CD)
	14	1987: Program, Photographs (on CD), President Reagan's speech
	15	1988: Program & Photographs (on CD)
	16	1989: Program & Photographs (on CD)
	17	1990: Program & Photographs (on CD)
	18	1991: Program, Photographs (on CD), Speeches
	19	1992: Program & Photographs (on CD)
	20	1992: Script
	21	1992: Graduation Speaker
	22	1992: After Action Report
	23	1992: Diploma and Cap & Gown Information, Program Information, Lists of Graduates, Departments, Board of Regents
2	1	1992: General Administrative Material
	2	1992: In-house Orders, Kennedy Center Paperwork, Military Support
	3	1992: VIPs
	4	1992: MOI
	5	1992: Awards
	6	1992: Rehearsal Information
	7	1993: Program, Photographs (on CD), Announcements
	8	1993: Diploma
	9	1993: MOI
	10	1993: Script

	11	1993: Calendars & Timelines
	12	1993: Commencement Speaker
	13	1993: After Action Report
	14	1993: Escort/Usher Information
	15	1993: In-house Work Orders
	16	1993: Kennedy Center Diagrams & Information
	17	1993: Lists of Graduates, Lists of Faculty & BOR Attending
	18	1993: Memoranda
	19	1993: Band Information
	20	1993: Uniform and Dress Information
3	1	1994: Attendees and Rehearsal, Names of Graduates
	2	1994: Commencement Meeting Minutes, Timelines, Schedules, Checklists
	3	1994: Kennedy Center Information
	4	1994: VIP
	5	1994: MOI
	6	1994: Names of Graduates, Spouse Certificates, Award Recipients, Programs
	7	1994: Speakers and VIP Speakers
	8	1994: Schedules, Escorts, Checklists, Calendars, Purchase Requests, Room Requests, Meeting Minutes
	9	1994: After Action Report
	10	1994: Programs, Scripts, Photographs (on CD), Speeches
	11	1994: Contract, Vendor and USUHS Support
	12	1994: Miscellaneous
	13	1994: Guest Speaker
	14	1994: Directions for Mr. Zachary Fisher
4	1	1994: Memoranda, Timelines, Schedules, Graduate Committee, After Action Report, Photographs
	2	1995: Programs, Speeches, Photographs (on CD)
	3	1995: Guest Speaker Information, Graduation Speeches, Honorary Degree Information, VIP/Faculty Attendance Information
	4	1995: Script and Ceremony Planning
	5	1995: After Action Reports, Commencement Rehearsal, Memoranda, Commencement Committee Planning
	6	1995: Tomb of the Unknown Soldier Wreath Ceremony, MOI, Fax for Lt. Philip Kramer
	7	1995: Correspondence Concerning Commencement Orders, Kennedy Center Seating Information
	8	1996: Program, Photograph (on CD), Script, Graduation Address
	9	1996: MOI, Telephone Survey
	10	1996: Student Information, Program
	11	1996: Commencement Planning Information
5	1	1996: Faculty/VIP Information, Honorary Degree Information

	2	1996: DAR Facility Rental
	3	1997: Photographs (on CD), Program, Invitations, Tickets, Honorary Degrees
	4	1997: Speech
	5	1997: Graduates Lists, Internships, Graduate Week
	6	1997: Meetings, Plans, After Action Report, Contact Roster, Layout
	7	1997: DAR Facility Rental
	8	1997: Orders
	9	1997: MOI
	10	1997: Commencement Exercises Script
6	1	1998: Program, Photographs (on CD), Script, USU Quarterly
	2	1998: Graduate Information
	3	1998: Commencement Planning Information
	4	1998: VIP/Guest Speakers/Honorary Degree Information, Reserved Seating/Reception Information
	5	1998: Commencement Orders Information
	6	1999: Commencement Script, Program, Photographs (on CD)
	7	1999: Planning, MOI, After Action Report, Contact Roster, DAR Facility Rentals, Activity Checklists, Maps
	8	1999: Graduation Speeches, CV
	9	1999: Photographs
	10	2000: Program, Script, Photographs (on CD)
7	1	2000: Timeline, Deadlines, Strengths/Weaknesses Assessment, MOI, Contact Roster, Memorials
	2	2000: Orders
	3	2000: Planning, Correspondence, Maps, Committee Meetings, Press Release
	4	2000: Speeches, CV
	5	2001: Program, Script, Photographs (on CD)
	6	2001: Guest Speaker/VIP Information, Awards/Honorary Degree Information, Speeches, Benediction and Invocation
	7	2001: Commencement Planning Information, After Action Report
	8	2001: Commencement Order Information
	9	2002: Program, Photographs (on CD), Script, Tickets
	10	2002: Newspaper Clippings, Magazine
	11	2002: Plans, Orders, Seating, Correspondence
	12	2002: Roster, Correspondence, Internship Assignments, Request for Use of USUHS
	13	2002: Commencement Speeches
8	1	2002: Orders, Sign Language Contract
	2	2003: Script, Program
	3	2003: Program, Script, Memorandum, Photographs (on CD)
	4	2003: After Action Report, Speeches, Report, Planning Information

5	2003: Commencement Photographs
6	2003: Script
7	2004: Programs, Photographs (on CD), Script
8	2004: Commencement Speeches
9	2005: Program, Script, DVD w/2005 Commencement Exercises
10	2005: Speeches